



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
Date	8/29/2014	12/5/2014	12/15/2014

Title: COFL-FF-EP- 4. 4.1-1 Resources, Roles, Responsibilities & Authority Procedure

Person responsible: ESMS Coordinator/Program Manager

Area of application: Fleet Fenceline

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	7/21/16	Minor text updates
002		

Recurring action items

Activity	Responsibility	Frequency
1. Review Resources, Roles, Responsibilities and Authority to ensure it is up to date and accurate. Edit as necessary.	ESMS Coordinator/Program Manager	Annually or as needed
2. Communicate Roles and Responsibilities	Management Representative	On-going
3. Encourage Involvement of employees in various roles and responsibilities to support the ESMS	Program Manager	On-going



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1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the definition, documentation, and communication of resources, roles, responsibilities, and authorities within the environmental sustainability management system (ESMS) to ensure effective control of the environmental performance associated with the City of Fort Lauderdale Fleet Fenceline.

2.0 Scope

- 2.1 This procedure is responsive to element 4.4.1 *Resources, roles, responsibility and authority* in the ISO 14001:2004 standard and covers operations of the City of Fort Lauderdale Fleet Fenceline.
- 2.2 This procedure describes management's responsibility to ensure the appropriate resources for the day-to-day tasks associated with the establishment, implementation, and maintenance of the ESMS for the City of Fort Lauderdale Fleet Fenceline.

3.0 Responsibility

- 3.1 It is the responsibility of the **Management Representative** to assign qualified individuals to fulfill the following duties:
 - 3.1.1 Assigning the necessary resources to ensure the implementation and control of the ESMS. Resources include the consideration of infrastructure, information systems, training, technology, financial, human resources, and resources specific to operations.
 - 3.1.2 Reviewing and approving the procedure and related documents for the element 4.4.1 *Resources, roles, responsibility and authority* in the ISO 14001:2004 standard.
 - 3.1.3 Provide Reports to the **City Manager**.
 - 3.1.4 Specific responsibilities are outlined in **COFL-FF-ED-4.4.1-2 Roles & Responsibility Matrix**.



- 3.2 The **Program Manager** and the **ESMS Coordinator** are responsible for defining, documenting and communicating roles and responsibilities to ensure development, implementation, and maintenance of the ESMS and aligning its elements with existing management structure and responsibilities. The **Program Manager** and the **ESMS Coordinator** will also be responsible for the following:
- 3.2.1 Keeping **Management Review Team** informed on the progress, implementation, and maintenance of the City of Fort Lauderdale ESMS by reporting the ESMS performance and improvements to the **Management Representative**. This includes collecting the necessary information and making appropriate recommendations to allow **Management Representative** to evaluate the ESMS during a Management Review as documented in **COFL-FF-EP-4.6-1 Management Review** procedure.
 - 3.2.2 The **ESMS Coordinator** will ensure that a current copy of the ESMS is maintained in the **www.fortlauderdale.gov/ESMS**
 - 3.2.3 Development and maintenance of the procedure and related documents for the element 4.4.1 *Resources, roles, responsibility and authority* in the ISO standard. Refer to **COFL-FF-ED- 4.4.1-2 Roles & Responsibility Matrix**.
 - 3.2.4 Communicating the responsibilities to employees or persons working for or on behalf of the City of Fort Lauderdale whose direct or indirect responsibilities include work related to the ESMS. Refer to **COFL-FF-EP-4.4.2-1 Competence, Training and Awareness** procedure.
- 3.3 The **ESMS Core Team** will assist in the development, identification requirements for this procedure and related documents addressing roles and responsibilities in the City of Fort Lauderdale Fleet Fenceline.

4.0 Definitions

- 4.1 Refer to **COFL-FF-EP-4.4.4-2 Related Definitions Procedure**

5.0 Process

- 5.1 The City of Fort Lauderdale has defined and documented the roles, responsibilities and authorities for effective environmental management in this procedure and the **COFL-FF-ED- 4.4.1-2 Roles & Responsibility Matrix**.
- 5.1.1 Specific responsibilities associated with the ESMS *Objectives, Targets and Programs* will be identified and documented in the **COFL-FF-EP-4.3.3-1 Objectives, Targets and Programs** procedure and related documents.
 - 5.1.2 The above listed documents are updated annually, or as appropriate.
- 5.2 Employees should know who is responsible for what function, and the key environmental responsibilities should be communicated to the appropriate personnel.
- 5.3 The identification and documentation of environmental responsibilities will be developed and maintained by the **Program Manager** and **ESMS Coordinator**.



6.0 References / Related Documents

- 6.1 COFL-FF-ED-4.4.1-1 Organizational Chart
- 6.2 COFL-FF ED-4.4.1-2 Roles & Responsibility Matrix
- 6.3 COFL-FF-ED-4.4.1-3 Roles & Responsibility Annual Review Maintenance
- 6.4 COFL-FF EP-4.6-1 Management Review procedure
- 6.5 COFL-FF EP-4.4.2-1 Competence, Training & Awareness procedure
- 6.6 COFL-FF EP-4.3.3-1 Objectives, Targets and Programs procedure